

**FedBizOpps**  
**Combined Synopsis/Solicitation Notice**

<b>CLASSIFICATION CODE *</b>	S
<b>SUBJECT *</b>	SERVICES: Ft. Mitchell National Cemetery FY17 Tree Removal/Stump Grinding

**GENERAL INFORMATION**

<b>CONTRACTING OFFICE'S * ZIP-CODE</b>	22556
<b>SOLICITATION NUMBER *</b>	VA786-17-Q-0629
<b>RESPONSE DATE (MM-DD-YYYY)</b>	08-01-2017
<b>ARCHIVE</b>	60 <b>DAYS AFTER THE RESPONSE DATE</b>
<b>RECOVERY ACT FUNDS</b>	N
<b>SET-ASIDE</b>	14
<b>NAICS CODE *</b>	561730
<b>CONTRACTING OFFICE ADDRESS</b>	Department of Veterans Affairs National Cemetery Administration (NCA) NCA Contracting Service 75 Barrett Heights Rd. Suite 309 Stafford VA 22556
<b>DESCRIPTION *</b>	<b>See Attachment</b>
<b>POINT OF CONTACT *</b>  (POC Information Automatically Filled from User Profile Unless Entered)	Tene Becknell tene.becknell@va.gov

**PLACE OF PERFORMANCE**

<b>ADDRESS</b>	Department of Veterans Affairs National Cemetery Administration (NCA) Fort Mitchell National Cemetery 553 HWY 165 Fort Mitchell, Alabama
<b>POSTAL CODE</b>	36856
<b>COUNTRY</b>	United States

**ADDITIONAL INFORMATION**

<b>AGENCY'S URL</b>	<a href="https://www.cem.va.gov/">https://www.cem.va.gov/</a>
<b>URL DESCRIPTION</b>	National Cemetery Administration Website
<b>AGENCY CONTACT'S EMAIL ADDRESS</b>	tene.becknell@va.gov
<b>EMAIL DESCRIPTION</b>	Government Issued Email Address

\* = Required Field

This is a Combined Synopsis/Solicitation for commercial items prepared in accordance with the format in [FAR 12.6](#), as supplemented with additional information included in this notice. This announcement constitutes the only Solicitation; quotes are being requested and a written Solicitation will not be issued.

**VA786-17-Q-0629** is issued the Request for Quotation (RFQ) reference number from interested Quoters.

We anticipate a 100% Service Disabled Veteran Owned Small Business (SDVOSB) set-aside for this procurement so this requirement will be a SDVOSB set-aside.

To receive consideration as a SDVOSB concern, your company must have a current registration in the Veteran Information Pages (VIP) database at [www.vip.vetbiz.gov](http://www.vip.vetbiz.gov).

The North American Industry Classification System (NAICS) code for this requirement is **561730** - *Landscaping Services (Tree Services)* with a size standard of **\$7.5 million**.

Any interested Quoter that does not meet the capability and size standard under this NAICS code, should not submit a response to this Combined Synopsis/Solicitation request.

To be considered for award, Quoters must have a current/active registration in the **System for Award Management (SAM)** database located at [www.sam.gov](http://www.sam.gov).

Quoters already registered, are encouraged to go to the SAM database [www.sam.gov](http://www.sam.gov) to verify that their company maintains an active status at time of award to avoid any possible delays in contract award.

Company Online Representations and Certifications (Reps and Certs) information must also be current in SAM database.

### **SITE VISITS:**

Quoters are encouraged and visit the site where services are to be performed, prior to submitting their quote. FAR Provision 52.237-1 "Site Visit" is part of this solicitation. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

Failure to conduct a site visit will not relieve the successful Quoter from performing in accordance with the strict intent and meaning of the specifications without additional cost to the Government.

**Site visits will be conducted:**

Dates: **July 26 – 28, 2017 ONLY**

Times: **Between 8:00 a.m. until 2:00 p.m. (Eastern) ONLY**

Location: **Fort Mitchell National Cemetery - Administration Building, 553 HWY 165, Fort Mitchell, Alabama 36856**

Contact: **Todd Newkirk at 334-855-4731 ASAP** to set up a site visit appointment during the designated site visits dates and times listed above.

***\*NOTE\* - Potential bidders will not be allowed to conduct unscheduled site visits/tours pertaining to this requirement before or after the designated solicitation site visits time frames for the duration of the pre-solicitation, solicitation, and pre-award phases through contract award.***

## SCOPE OF WORK

### TREE REMOVAL AND STUMP GRINDING SERVICES FORT MITCHELL NATIONAL CEMETERY.

#### Tree Service Location:

Department of Veterans Affairs – National Cemetery Administration

**Fort Mitchell National Cemetery**  
**553 HWY 165**  
**Fort Mitchell, Alabama 36856**

#### SCOPE OF WORK

Tree removal and stump grinding services are required because felled and/or dead, diseased trees pose a potential safety hazard to the Cemetery staff and public.

Tree removal and stumping services must be performed by a certified Arborist or Tree Specialist certified by the International Society of Arboriculture (ISA). All work must be done without disturbing or damaging existing gravesites and must be completed in accordance with the following specifications outlined in the American National Standards Institute (ANSI):

- ANSI A300 (Part 1) –2001 (see attached)
- A.23.1.1. American National Standards Institute (ANSI) Publications: ANSI A300: Tree Care Operations-Pruning, Trimming, Repairing, Maintaining, Removing Trees, and Cutting Brush - Safety Requirements.

***Tree Removal:*** The Quoter shall remove all trees designated for removal. Removal shall constitute complete removal of nineteen (19) trees, to include grinding of 14 stumps and replacing the disturbed area with topsoil.

Existing trees indicated on the lists (See attachment) for removal shall be cut down under the instruction/guidance of a Quoter provided Site Manager.

All trees shall be topped prior to falling and all limbs over 3 ½” in diameter must be lowered to the ground by ropes. The Quoter shall take every precaution to prevent any falling branches or trees from damaging any headstones, adjacent plant material or structures.

**(See attached document “*CEM Tree Removal Stumping Locations*”**

***Tree Stump Grinding:*** All stumps shall be removed using stump-grinding equipment. Stumps and all surface roots shall be ground to at least 8” below the soil surface and all ground stump/root wood shall be removed.

The Quoter shall never grind the stumps to the depth that would interfere with the roots of any adjacent tree(s) that the Government will retain.

The remaining hole left from tree grinding, shall be filled with topsoil provided from the spoils (residual Cemetery dirt) area on site, compacted, and then sodded. All chips and debris from stump removal shall be taken offsite the same day of the work and shall be properly disposed of.

At the end of each day the Quoter shall remove all debris from the cemetery site resulting from the work daily. The Quoter shall ensure that rubbish and trash generated by the Quoter is kept clear of vehicular and pedestrian traffic throughout the site. NOTE: The Government WILL not provide receptacle(s) for disposal of debris related to this contract.

(See attached document “*CEM Tree Removal Stumping Locations*”)

**\*\*IMPORTANT: Quoter will be required to obtain prior guidance from Contracting Officer’s Representative (COR) or the Cemetery Director on the use of heavy equipment prior to use for tree pruning throughout the cemetery.**

**Utility Lines Compliance:** Where pruning/stump grinding/tree removal conflicts with existing utility/service lines (above ground/below ground), the corresponding utility company shall be notified by the Quoter.

The Quoter shall obtain any necessary permits/ blue prints and cooperate with the utilities company/cemetery staff to avoid any damage or liability, and provide a safe work environment for his/her employees.

**Restoration and Clean-Up:** Remove excess and waste material daily. In areas where planting and turf work have been completed, clear the area of all debris, spoil piles and containers. Where existing or new turf areas have been damaged or scarred during planting and construction operations, restore disturbed area to their original condition. Keep at least one paved pedestrian access route and one paved vehicular access route to each building and burial section clean at all times. Clear all other paved areas when work in adjacent areas is completed.

**Price/Cost Schedule**

**FY17 TREE REMOVAL AND STUMPING SERVICES**  
**FORT MITCHELL NATIONAL CEMETERY**

<u>CLIN</u>	<u>Description</u>	<u>EST QTY</u>	<u>DH*</u>	<u>**Ht/Ft</u>	<u>Unit Price</u>	<u>Total Price</u>
0001	OAK Tree Removal and Grind Stumping (CEM Section 10)	1	10'	50'		
0002	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	4.5'	30'		
0003	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	6'	50'		
0004	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	3'	40'		
0005	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	6'	30'		
0006	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	3'	40'		
0007	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	6'	30'		
0008	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	6'	30'		
0009	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	6'	30'		
0010	OAK Tree Removal and Grind Stumping (CEM Section 14)	1	6'	30'		
0011	OAK Tree Removal and Grind Stumping (CEM Section 2)	1	7.5'	40'		
0012	OAK Tree Removal and Grind Stumping (CEM Section 2)	1	7.5'	40'		

<u>CLIN</u>	<u>Description</u>	<u>EST QTY</u>	<u>DH*</u>	<u>**Ht/Ft</u>	<u>Unit Price</u>	<u>Total Price</u>
0013	OAK Tree Removal and Grind Stumping Over Drainage System (CEM Section – Shelter A)	1	2.5'	30'		
0014	OAK Tree Removal and Grind Stumping – Roots lifting roadway (CEM Section – Shelter A)	1	4.5'	40'		
0015	PINE Tree Removal ONLY – <b>NO GRINDING Required</b> (CEM Section 2)	1	7'	40'		
0016	OAK Tree Removal ONLY – <b>NO GRINDING Required</b> (CEM Section 10)	1	3.5'	35'		
0017	OAK Tree Removal ONLY – <b>NO GRINDING Required</b> (CEM Section 10)	1	3.5'	35'		
0018	OAK Tree Removal ONLY – <b>NO GRINDING Required</b> (CEM Section 12)	1	7'	30'		
0019	OAK Tree Removal ONLY – <b>NO GRINDING Required</b> (CEM Section 10)	1	7.5'	40'		
<b>TOTAL:</b>	<b>GRAND TOTAL PRICING:</b>	\$ _____				

\*Diameter Height

\*\*Height in Feet

**Performance Period:** The Quoter shall commence required tree work within seven (7) days from the date of award. Completion of all tree removal and stump grinding must be completed by **September 30, 2017**, unless otherwise directed by the Contracting Officer (CO).

If the Quoter proposes an earlier completion date, and the government accepts the Quoter's proposal, the Quoter's proposed completion date shall prevail.

**Work Hours:** All work shall be performed Monday through Friday between the hours of 8:00 a.m. to 4:00 p.m. Eastern Standard Time), except with the written permission of the Contracting Officer's Representative (COR) or his representative(s).

The Quoter is not required to work on Federal Holidays and work at the Cemetery shall not take place on the following Federal holidays observed by the Federal Government:

New Year's Day	1 January
Martin Luther King's Birthday	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	4 July
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans Day	11 November
Thanksgiving Day	4th Thursday in November
Christmas Day	25 December

**Quoter Duties and Responsibilities:** Quoter must provide a certified Arborist or experienced tree specialist (with at least 5+ years of tree removal and stumping experience).

Certification with the International Society of Arboriculture (ISA) is strongly preferred. ISA memberships for tree cutting specialists for this contract, must be

current at time of award and remain current through the duration of the contract period.

Quoter will also be responsible for providing a “Site Manager” to manage the tree removal and stumping and contracted employee oversight for this contract.

The **Site Manager** must have five (5) or more years experience as a direct supervisor of a commercial tree maintenance operation that included removal, trimming, and stump removal in industrial, commercial or public sites or must possess a degree in Forestry with a minimum of 5-year experience.

The Site Manager will ensure that all specifications are being met, contract work does not conflict with ceremonies and funerals, and that employees are adequately supervised and proper conduct is maintained.

The Quoter shall be aware of the intensive labor and equipment requirements needed to meet contract specifications. Inclement weather - other than prolonged rainfall is not an excuse for not meeting specifications.

The Government expects the Quoter to work throughout all weather conditions and to apply additional labor and equipment as necessary to meet deadlines.

The Quoter is responsible to ensure that all work shall be done in a manner that safeguards all VA visitors, employees, and public. The Quoter shall be solely responsible for all actions initiated and/or completed by their employees.

Furthermore, the Quoter and their employees shall have a clear understanding of, and be sensitive to, such environmental issues as ground water contamination, wetlands, etc., and be consistent and fully compliant with all applicable Federal, State, County and City laws, ordinances, Right-to-Know laws, EPA guidelines, and regulations.

**Required Documentation:** The Quoter shall be responsible for obtaining all necessary and current licenses, permits, vehicular insurance and registration, Workman’s Compensatory Liability Insurance, property liability insurance etc., prior to the start date of this contract.

The Quoter shall provide the Contracting Officer copies of these required documents with his/her upon CO/COR’s request. The Quoter is responsible for ensuring that their motor vehicles and equipment meet State’s inspection, safety, licensing, registration, and insurance requirements.

**Quoter Furnished Items:** The Quoter is responsible for supplying all equipment, personnel, tools, supplies and materials to perform these services. Including portable restroom facilities if these facilities are not available on cemetery grounds.

Quoter-furnished items necessary to perform work as required under this contract shall be furnished, maintained and operated by the Quoter and shall be consistent and fully compliant with all applicable Federal, State, County, City laws, ordinances and regulations.

Materials and supplies procured for the performance of the contract by the Quoter shall be consistent and fully compliant with all applicable Federal, State, County, and City laws, ordinances and regulations.

**Safety:** Matters related to safety, and any actions of the Contractor, must meet all safety requirements of the National Cemetery's Safety Officer, Department of Veterans Affairs, OSHA, and the State. It is incumbent upon the Contractor to be familiar with these requirements.

Quoters are hereby advised that any Quoter-imposed terms and conditions which deviate from the Government's material terms and conditions established, may render the Quoters's quote Unacceptable, and thus ineligible for award.

The provision at 52.212-2, Evaluation -- Commercial Items (OCT 2014).

The Government will award a contract resulting from this solicitation to the responsible Quoter whose Quote conforming to the solicitation will be most advantageous to the Government, price and other factors considered.

The following factors shall be used to evaluate Quotes based on (LPTA) Lowest Priced Technically Acceptable.

All quotes shall be subject to evaluation by Government personnel. The Government reserves the right to award without discussions based upon the initial evaluation of quotes.

The Quote will be evaluated strictly in accordance with its written content. Quotes which merely restate the requirement or state that the requirement will be met, without providing supporting rationale, are not sufficient. Award will be made to Quoter whose price for items are lowest among all quotes that were deemed to be technically acceptable.

Quoters who fail to meet the technical requirements of the solicitation will be rated Unacceptable and thus, ineligible for award.

Quotes will be evaluated based on the following factors listed as shown below:

**TECHNICAL EVALUATION APPROACH.** The evaluation process will consider whether the quote demonstrates a clear understanding of the technical features involved in meeting the requirements and whether the Quoter's methods and approach have adequately and completely considered, defined and satisfied the requirements.

Descriptive literature (and supplemental technical Quotes, if deemed necessary by Quoter to supplement the descriptive literature) will be evaluated to determine whether the quoted items meet all the technical requirements (described above) and are thus considered technically acceptable. Any quoted product that does not meet all the salient characteristics will be deemed technically unacceptable, and thus ineligible for award.

**PRICE EVALUATION APPROACH.** Proposed pricing shall be provided on a unit price line basis. The Government will evaluate Quotes by adding the total of all line item prices.

Evaluation Process: A Responsibility Determination will be made in accordance with FAR 9.1 Responsible Prospective Quoters. The Government will make use of several data bases to aid in establishing a more complete picture of responsibility and ability the databases include, but are not limited to:

Experian, PPIRS, EPLS, VetBiz (VIP) and SBA.

**ALL QUESTIONS SHALL BE DIRECTED TO THE CONTRACTING OFFICER ONLY.** Please do not contact the Fort Mitchell National Cemetery staff regarding this solicitation.

Questions must be submitted via email at to Ms. Tené Tarver Becknell at [tene.becknell@va.gov](mailto:tene.becknell@va.gov).

All questions must be received no later than **July 31, 2017 at 12:00PM** (Eastern) to allow a reasonable response time to questions prior to close of this RFQ.

No questions will be accepted after **July 31, 2017 at 12:00PM (Eastern)** as this solicitation will close on **August 1, 2017 at 11:59 pm (Eastern)**.

**Due Date for Final Quote Submission:**

**Quotes must be submitted via email ONLY and sent to [tene.becknell@va.gov](mailto:tene.becknell@va.gov) in .pdf format by 11:59 p.m. (Eastern) August 1, 2017.**

Please contact Ms. Tené Becknell PRIOR to the deadline should you encounter issues with email submissions, contact Ms. Becknell ASAP.

*\*NOTE\*: IT IS THE CONTRACTOR'S RESPONSIBILITY FOR ENSURING PROPER SUBMISSION AND RECEIPT OF THEIR QUOTES TO THE DESIGNATED CONTRACTING OFFICER (CO).*

**CLAUSES:**

SBA ACT 8(D)(13)(B); DIGNITY STANDARDS

FAR 52.212-4, Contract Terms and Conditions (JAN 2017) applies to this acquisition. Addendum to The clause at FAR 52.212-5, Contract Terms and Conditions Required to Implement Statutes or Executive Orders-Commercial Items (JAN 2017) applies to this acquisition.

Under paragraph B, the following clauses are incorporated: 52.203-18, Prohibition On Contracting With Entities That Require Certain Internal Confidentiality Agreements (JAN 2017).

**PROVISIONS AND CLAUSES: CLAUSES INCORPORATED BY REFERENCE:**

52.252-2 Clauses Incorporated by Reference (FEB 1998)

52.203-3, Gratuities (APR 1984)

52.203-17, Quoter Employee Whistleblower Rights and Requirement to Inform Employees of Whistle Blower Rights (APR 2014)

52.204-4, Printed of Copied Double-Sided on Recycled Paper (MAY 2011)

52.204-18, Commercial and Government Entity Code Maintenance (JUL 2016)

52.211-17 Delivery of Excess Quantities (SEP 1989)

52.223-2, Affirmative Procurement of Biobased Products Under Service and Construction Contracts (SEP 2013)

52.246-1 Quoter Inspection Requirements (APR 1984)

52.247-34, F.O.B. Destination (NOV 1991)

52.246-16 Responsibility For Supplies (APR 1984)

852-219-10 Limitations on Subcontracting-Monitoring and Compliance (JUL 2016)

<http://www.acquisition.gov/far/index.html>

<http://www.va.gov/oamm/oa/ars/policyreg/vaar/index.cfm>

**SOLICITATION PROVISIONS:**

- 52.212-1, Instructions to Quoters- Commercial Items (JAN 2017)
- 52.209-5, Certification Regarding Responsibility Matters (OCT 2015)
- 52.209-5, Representation By Corporations Regarding An Unpaid Tax Liability Or Felony Conviction Under Any Federal Law (DEVIATION) (MAR 2012)
- 52.209-7, Information Regarding Responsibility Matters (JUL 2013)
- 52.216-1 Type Of Contract (APR 1984)
- 52.233-2, Service of Protest (Sep 2006)
- 52.237-1 Site Visit (APR 1984)
- 52.212-2, Evaluation-Commercial Items (OCT 2014)
- 52.212-3, Quoter Representations and Certifications-Commercial Items (JAN 2017)

**ADDITIONAL PROVISIONS AND CLAUSES: SOLICITATION PROVISION INCORPORATED BY REFERENCE:**

- 52.252-1 Solicitation Provisions Incorporated by Reference (FEB 1998)
- 52.204-7, System for Award Management (JUL 2013)
- 52.204-16, Commercial and Government Entity Code Reporting (JAN 2016)
- 52.204-17, Ownership Or Control Of Quoter (JUL 2016)
- 52.211-6, Brand Name or Equal (AUG 1999)
- 52.223-1, Biobased Product Certification (MAY 2012)
- 52.225-25, Prohibition on Contracting With Entities Engaging in Certain Activities Or Transactions Relating to IRAN-Representation and Certifications (OCT 2015)

**VAAR CLAUSES:** The VAAR Clauses that may be applicable to this acquisition are:

852.203-70, Commercial Advertising (JAN 2008)

852.203-71, Display of Department of Veterans Affairs Hotline Poster (DEC 1992)

852.211-73 Brand Name or Equal (JAN 2008)

852.211-75, Product Specifications (JAN 2008)

852.219-11, VA Notice of Total Veteran-Owned Small Business Set-Aside (JUL 2016)

852.228-70, Bond Premium Adjustment (JAN 2008)

853.232-72 Electronic Submission Of Payment Request (NOV 2012)

852.233-71 Alternate protest procedure (JAN 1998)

852.246-71, Inspection (JAN 2008)

852.270-1, Representatives of Contracting Officers (JAN 2008)

Information concerning clauses and provision incorporated by reference may be obtained in Full text at <https://www.acquisition.gov>.

**DISCLAIMER AND IMPORTANT NOTES:**

The government is in no way obligated to conduct business with or enter into a contract award with any company or its affiliates or otherwise, that pay for the information provided in this synopsis.

See attached document: CEM Tree Removal Stumping Locations.

See attached document: P01 - ANSI A300 Part 1 Standards.